

Chapter 19 – Volunteering

INTRODUCTION

The Volunteering function allows a club to post volunteering opportunities for which members (and optionally, non-members) can sign up. These could be any of the following:

- Helping out at club events
- Cleanup or maintenance at the club's facilities
- Performing periodic or seasonal tasks
- Helping in the office

A volunteering opportunity might cover multiple days, with multiple “slots” within a day, each of which needs multiple people, each of whom might be doing different tasks. For example:

Opportunity = Jumble Sale from Thu-Sun

Slot 1: Thu from 9-12: 4 people needed for setup
Slot 2: Thu from 12-3: 4 people needed for setup
Slot 3: Fri from 9-11: 2 people needed at the registration desk
Slot 4: Fri from 9-11: 2 people needed on the floor to help
Slot 5: Fri from 9-11: 1 person at the checkout and payment table
Etc.

A volunteering opportunity might be linked to an event in the calendar. When such a link is specified, two things happen:

- A **Volunteer!** button appears on the Event View details page. Clicking this button jumps over to the volunteering opportunities page to show needs and available slots for that specific opportunity.
- A **Event** link appears on the Volunteering Opportunities page. Clicking this button jumps to the event that the opportunity is linked to.

A volunteering opportunity can be made available to non-members. If the function is on the public side of the website, they can sign up on their own. At a minimum, they need to enter first and last name, phone and email address.

ACCESSING VOLUNTEERING OPPORTUNITIES

When you click Volunteering on the menu or a link, you will see a screen similar to the following:

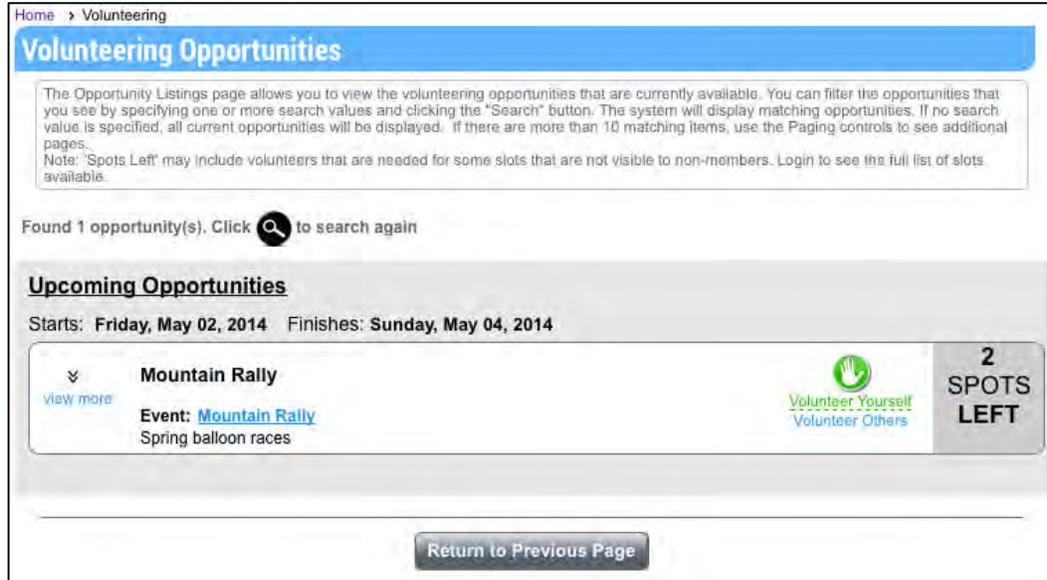


Figure 19.1 – Volunteering Opportunities

This screen shows upcoming opportunities, including the opportunity title and date, links to volunteer, and how many spots are available. Up to 10 opportunities are shown at a time; if there are more available, paging controls will be displayed. If the opportunity is linked to an event in the calendar, you can click the link to jump to that event. Opportunities are shown in ascending date order based on the start date. A club can also define opportunities not linked to a date (for example, “Paint the Clubhouse”); these will be listed first.

Click the magnifying glass icon on the Page Tools Widget to search through a longer list of opportunities. You will see the following dialog:



Figure 19.2 – Search for Opportunities

Searches can be performed by date, category, and name, and the results can be sorted by date or name.

When you click the **View More** link, the opportunity expands to show the location (including an optional Google map link) and contact information for the opportunity coordinator, as well as individual slots:

Upcoming Opportunities
Starts: **Friday, May 02, 2014** Finishes: **Sunday, May 04, 2014**

Mountain Rally
Event: [Mountain Rally](#)
Spring balloon races
Location: **Flying Field**
1000 Forest Drive Anywhere, IL 60101 UNITED STATES
Contact: **Lee Clancy 343-345-3456 rwcons@comcast.net**

2 SPOTS LEFT

Date	Time	Task	Required	Assigned
05/02/2014	06:15 AM - 10:00 AM	Registration Desk	3	2
05/02/2014	10:00 AM - 12:00 PM	Refreshment Tent	3	2 Who

Figure 19.3 – Slots for an Opportunity

Each slot has a date and time range, the specific task that needs to be performed, how many people are required and how many people have already volunteered. Optionally, you may see a **Who** link, allowing you to popup a list of the people already assigned.

Volunteers

Opportunity: Mountain Rally
Slot: Refreshment Tent
When: 05/02/2014 10:00 AM - 12:00 PM
Who: Barb Rad
Mary Johnston

Done

Figure 19.4 – Volunteers for a Slot

You can also click **View Less** to hide this detailed information.

When the volunteering opportunity is open to non-members, and you are not logged in, clicking the **Volunteer Yourself** option displays the following screen:

Home > Volunteer signup

I want to Volunteer!

Enter your information, including a preferred phone number and email where we can reach you regarding this opportunity.

First Name

Last Name

Preferred Phone

Preferred Number

Preferred Email

What is your T-shirt size?

Answer

Date	Time	Task	Register
05/02/2014	06:15 AM - 10:00 AM	Registration Desk	<input type="checkbox"/>
05/02/2014	10:00 AM - 12:00 PM	Refreshment Tent	<input type="checkbox"/>

Cancel Next

Figure 19.5 – I want to Volunteer!

The system prompts for your first name, last name, phone and email address. It may also ask you a question that's unique to this volunteering opportunity (in this example, your T-shirt size.)

Below that is a grid showing available opportunity slots. Click the **Register** checkbox to register yourself for this slot.

When you are logged in, the system already knows who you are. Your first name and last name are already filled in. You can choose any of the phone numbers already stored with your profile or enter another number. Your preferred email is filled in although it can be changed.

The grid of available slots may be slightly different depending on which slots are available for members and non-members.

When you click the **Next** button, you will be taken to the following summary screen:

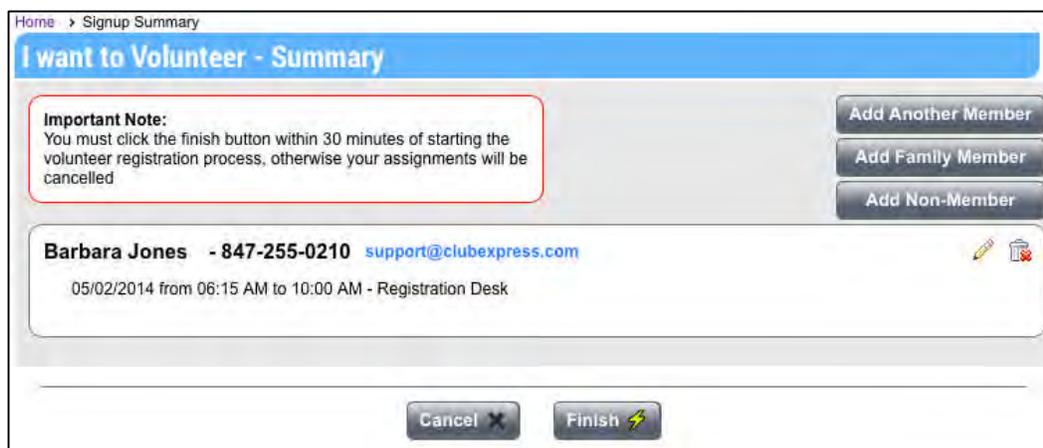


Figure 19.6 – I want to Volunteer - Summary

At this point, your volunteering is not yet complete. You still need to click the **Finish** button to complete the process. This must be done within 30 minutes otherwise your assignments will be deleted. This provision protects popular opportunities and allows all members the chance to volunteer. Each person in your group will receive a confirmation email with their assignments, and another reminder email the day before any assignments.

For each volunteer, click the **Edit** (pencil) icon to modify that person's slots, or the **Delete** (trashcan) icon to remove that person and his or her slots.

Three buttons in the top right corner allow you to volunteer another member, a family member, or a non-member (such as a friend who might be interested in joining you.) Whether these buttons appear or not depends on various settings for that opportunity:

- **Add Another Member** only appears if the opportunity has been configured to allow members to sign each other up. It does not appear when a non-member is signing up.
- **Add Family Member** only appears for members and then only if the current member has a membership that includes additional people.
- **Add Non-Member** only appears if the opportunity allows non-members to volunteer.

Clicking one of these buttons jumps back to a version of the first screen, allowing you to add the appropriate person. When adding another member, you are first prompted for the first name and email address; this information is checked against the database and if a match was found, the other fields are displayed. When adding a family member, you will see a drop-down list of members attached to your membership; select one and the other fields are displayed.

As noted above, if your group is volunteering together, the whole process must be completed within 30 minutes of starting, otherwise any slot assignments up to that point are deleted.